

TO: Builders, Contractors, Developers

FROM: Adele P. Schirmer, Director
Planning and Engineering Department

DATE: September 1, 1998: **Amended November 24, 1998**

RE: Coordination of Addressing, Road Construction, Building Permits and Certificates of Occupancy

It is the policy of the Town of Blacksburg that Certificates of Occupancy are not issued on Structures until the Public Road providing frontage to that structure is constructed and accepted by the Town.

The basis for this policy is that once a structure is occupied, the occupants expect and should receive public services, including trash collection, snow removal, mail service, school bus service, etc. In addition, emergency services must be able to be provided without hindrance due to wet, narrow, or otherwise obstructed road conditions.

Exceptions to the requirement for completion of road pavement construction may be approved under the following circumstances:

- 1. Weather or other similar circumstance beyond the control of the developer has caused the delay in road construction,**
- 2. The conditions agreed to by the developer (see below) to attain issuance of building permits prior to road construction have been honored,**
- 3. An all weather surface, such as tar and chip is placed on the road,**
- 4. The Postmaster, Public Works Director, Police Chief, and refuse collector determine that public services may be provided on the road in the incomplete condition,**
- 5. Provisions are made for snow removal and prevention of damage to utilities which may be in the road, and**
- 6. An agreement is signed by the Developer, Builder, and Home purchaser indicating recognition that the road is not complete, that some public services (such as school bus service) may not be available until the road is complete, that the developer maintains responsibility for correcting any damage to the road regardless of cause until complete, and providing the date by which the road will be completed and accepted by the Town.**

Addressing and street name signage are also critical to the provision of emergency services, especially in newly constructed areas. In addition, construction areas have great potential to need emergency response services. **Therefore, beginning September 1, 1998, the address of a site under construction must be posted on the site, visible from the road, before the Town will conduct inspections on the site.** The address may be painted on plywood, staked into the ground at the street frontage of the site. Other options are acceptable so long as they are clearly legible from the street, and reasonably weather proof.

In order to assure street name signs are posted as soon as the road may be needed as an emergency access route, **the Town will require payment for street name signs prior to the approval of a subdivision plan.** The street name signs will then be posted by the Town upon the completion of curb and gutter, or upon the completion of paving. The street inspector will make the judgement of the appropriate time of installation, and assure the sign is placed accordingly. The intent is that the signs are posted as early as possible without unreasonable risk of damage due to continuing construction operations.

In order to assure the construction of roads is not delayed by structure construction traffic, and the subgrade is not damaged by structure construction traffic, **no building permits will be issued for lots fronting on a public road which has not been paved.** There are two situations in which exceptions to this may be granted:

- A) If an alternate means of access (temporary gravel entrance and access route) is provided to the building construction site, and an agreement is signed by the builder, developer, and property owner, per the attached, building permits may be issued prior to road paving.
- B) If an alternate means of access is not possible; **and** the property owner, developer, and builder are the same entity; **and** the owner signs an agreement per the attached; **then** building permits may be issued prior to road paving.

AGREEMENT A

Conditions for Building Permits within the _____ Subdivision

1. No access shall be permitted within the right of way of the proposed roads, so as not to delay the road construction and so as not to damage the road sub-base. Each permittee shall be responsible for assuring that all contractors and subcontractors and suppliers and all other traffic to the site for which this building permit is obtained does not access the site via the uncompleted (by Town Standards) road. Failure to comply shall be cause for a shut down of all work under this permit until the roads are complete.
2. The permittee agrees and is responsible for assuring that the structure will not be occupied unless and until the roads to the site are accepted by the Town. Failure to comply with this requirement will result in termination of water and sewer service to the property until the roads are complete. Further, the permittee will not be issued any other permits within this subdivision, and any other permits within this subdivision held by the permittee will be shut down until the roads are completed.
3. The permittee agrees that if mud is tracked on to a public street, ALL of the permittee's projects within the subdivision will be shut down until the road is cleaned and the subdivision brought into compliance with erosion and sediment control requirements as determined by the inspector.

By signing this statement, the permittee agrees to comply with all the above without exception. No building permits will be issued prior to Town acceptance of the public road construction except under agreement with the above conditions.

NO CERTIFICATES OF OCCUPANCY WILL BE ISSUED UNTIL TOWN ACCEPTANCE OF PUBLIC ROAD CONSTRUCTION.

ACCEPTED:

Permittee

Date

Title

Property Owner

Date

Property Address

Permit Number

Building Official

AGREEMENT B

Conditions for Building Permits within the _____ Subdivision

1. The permittee hereby represents that they are the owner and developer of the subject subdivision, and further that they will be the sole builders within the subdivision until the streets are paved and accepted by the Town of Blacksburg.
2. The permittee further represents that there is no means of access to the subdivision lots except via the proposed public roads. The permittee agrees that they will not transfer ownership of any lot in the subdivision until the roads providing frontage to that lot are paved and accepted by the Town. Further, the permittee agrees that they will not request a certificate of occupancy for the structure until the roads are paved and accepted by the Town.
3. The permittee agrees and is responsible for assuring that the structure will not be occupied unless and until the roads to the site are accepted by the Town. Failure to comply with this requirement will result in termination of water and sewer service to the property until the roads are complete. Further, the permittee will not be issued any other permits within this subdivision, and any other permits within this subdivision held by the permittee will be shut down until the roads are completed.
4. The permittee agrees that if mud is tracked on to a public street, ALL of the permittee's projects within the subdivision will be shut down until the road is cleaned and the subdivision brought into compliance with erosion and sediment control requirements as determined by the inspector.

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ACCEPTED:

Permittee

Date

Title

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